

IN THE IOWA DISTRICT COURT FOR THE THIRD JUDICIAL DISTRICT

IN THE MATTER OF CLOSING COURT OFFICES *
ON DECEMBER 24, 2013

* ADMINISTRATIVE ORDER – 2013 #27


All county offices in the courthouses of the Third Judicial District will close early on December 24, 2013. Having court offices as the only offices in the courthouse open to the public on this day enhances security risks for court personnel. As the chief administrator in the Third Judicial District, pursuant to Iowa Code Section 602.1211 and Iowa Court Rule 22.5, the chief judge has the responsibility for taking appropriate measures to ensure the safety and protection of court personnel in administering the affairs of the judicial district.

IT IS ORDERED that all court offices in the Third Judicial District shall be closed to the public commencing at 12:00 noon on December 24, 2013. Court offices will re-open to the public at 8:00 am on December 26, 2013.

During the regular work hours in which court offices are closed to the public on December 24, 2013, employees may choose to utilize vacation time or work after the courthouse is closed to the public. Judges may also choose to continue to work at the courthouse when it is closed to the public on December 24th in lieu of taking vacation. All judges and employees choosing to work when court offices are closed to the public commencing at 12:00 noon on December 24, 2013 are asked to send an e-mail to the district court administrator (Leesa.McNeil@iowacourts.gov) so our personnel resources can be identified and utilized as needed on the afternoon of December 24th, 2013.

The district court administrator shall e-mail a copy of this order to all employees of the Third Judicial District, Tom Bouska-Regional DHS Director and the State Court Administrator. Clerks of court shall notify the attorneys, law enforcement and county auditors in their respective counties.

Dated this 12th day of December, 2013.


DUANE E. HOFFMEYER, Chief Judge
Third Judicial District of Iowa

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